

HOME Pre-Monitoring Preparation for <i>Homeowner Rehabilitation Program</i>			
Name of Participating Jurisdiction (PJ):			
Name(s) of Reviewer(s)		Date Completed	

1.

Are written informational materials such as marketing materials, informational materials for potential applicants, application forms, etc. about the program available? If “yes,” obtain copies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer Notes:		

2.

Does the PJ directly administer the homeowner rehabilitation program or use subrecipient(s) for this purpose? If a subrecipient is used, obtain a copy of the HOME written agreement for this activity.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewer Notes:		

3.

What definition of income is being used for the homeowner rehabilitation program?
Obtain the HUD income limits for years being monitored.

[24 CFR 92.203(b)]

Reviewer Notes:

4.

Is there a PJ procedures manual that outlines policies with respect to:

a) initial eligibility screenings of applicants;

b) program education for homeowners;

c) procedures for notifying homeowners about awards/rejection?

☐

Yes

☐

No

Reviewer Notes:

5.

Does the PJ grant or loan the funds to homeowners?

Reviewer Notes:

6.

What is the 95% of area median purchase price applicable to the PJ's program for the time period being reviewed? Obtain the figure if the Federal Housing Administration (FHA) 203(b)-determined is used or review PJ submission if PJ-determined.

[24 CFR 92.254(a)(2)(iii)]

Reviewer Notes:

7.

What property standards apply to the homeowner rehabilitation program? Obtain copy if monitoring rehabilitation work.

[24 CFR 92.251(a)(1)]

Reviewer Notes:

8.

Does the PJ have written rehabilitation standards, as required by HOME regulations? Obtain copy if monitoring rehabilitation work.

[24 CFR 92.251(a)(1)]

☐

Yes

☐

No

Reviewer Notes:

9.

a. Does the PJ or the homeowner select the contractor?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Reviewer Notes:		

b. Does the PJ maintain a list of qualified contractors?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Reviewer Notes:		

10.

Does the PJ have procedures for resolving disputes between contractors and homeowners?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Reviewer Notes:		

11.

Has HUD received an unusually high number of complaints regarding the PJ's homeowner rehabilitation program during the past 12 to 24 months?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Reviewer Notes:		

Are HOME funds used to refinance existing homeowner debt? [24 CFR 92.206(b)(1)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Reviewer Notes:		